

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are processing and filing department records and reports of activity for an assigned division or section. Fire Records Clerks enter records into the department computer and maintain hard copy files. Employees of this class perform routine typing and filing duties, and answer telephones, as required. Employees of this class perform assigned duties under general supervision, having work assigned and reviewed by their immediate supervisors as designated by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Proofreads and corrects errors in records and reports or returns them for correction as directed. Fills out all forms or records required or assigned. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles and organizes data needed for reports.

Sets up filing systems and traces missing files. Maintains records on the location of materials removed from files, and to whom materials were released. Files correspondence, cards, forms, records, or reports. Disposes of obsolete files and records in accordance with established procedures. Enters and retrieves information or documents maintained in the department's computer system, and hard copy files. Operates a computer terminal, copying machine, facsimile, and other office machines and equipment. Periodically inspects systems and facilities for maintaining records and reports to see that they are adequate. Develops new procedures for office functions when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Composes business letters and writes

reports. Prepares purchase requisitions according to departmental procedures. Orders supplies and equipment as required, and maintains inventory for an assigned division. Maintains roster of departmental personnel. Maintains a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such.

Opens, sorts, and distributes incoming mail for the department or for a division as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Assist in scheduling appointments, meetings, and other events and notifies proper personnel. Assist in keeping records of schedules, appointments, meetings, and other scheduled events.

Answers any telephone calls on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors to the department. Answers questions and handles routine requests by visitors to the office.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as

established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

LC	05-18-01
Rev	12-03-04
	08-04-06
	09-24-08